



Students who Arrive After TEC File Deadline

This is the process necessary to provide an AMP assessment to a student who arrives after the TEC File deadline (January 5 for paper/pencil, March 6 for computer-based). Call or email Kari Quinto at 465-8436 or kari.quinto@alaska.gov or Elizabeth Davis at 465-8431 or elizabeth.davis@alaska.gov if you need assistance.

Computer-Based AMP	Paper/Pencil AMP
Enroll student manually or with .csv upload	Enroll student manually or with .csv upload
Upload TEC file; Test_Type = GN	Upload TEC file; Test_Type = P
Complete PNP; if applicable	Complete PNP
	<p>Student needs paper/pencil format as an accommodation: Check the box on the Other Supports tab for <input type="checkbox"/> Alternate Form – Paper and Pencil</p> <p>Student has Braille as an accommodation: Check the box on the Language & Braille tab for <input type="checkbox"/> Braille</p> <p>Student has Large Print as an accommodation: Check the box on the Other Supports tab for <input type="checkbox"/> Alternate Form – Large print booklet</p> <p>Student has Audio CD (read aloud) as an accommodation: Check the box on the Audio & Environment Support tab for <input type="checkbox"/> Spoken Audio and <input type="checkbox"/> Text and Graphics</p>
	<p>Email: amp_support@ku.edu cc: kari.quinto@alaska.gov</p>

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What if...

	If	and	Contact	KITE Action / date
1	A new student arrives	Needs a Braille or Large Print Form.	Contact Help Desk by April 3. Helpdesk will handoff to Questar and order materials.	Update TEC file and PNP by April 3
2	District ordered paper/pencil forms (via waiver) through Questar Pre_ID Process	New student arrives who needs a regular paper/pencil form.	Building should contact DTC and order additional materials from 10% overage sent to district (internal process) by April 3.	Update TEC file
3	District ordered standard paper/pencil forms (via waiver) through Questar Pre_ID Process	New student arrives and the new student needs regular form with a read aloud accommodation for Math or ELA & Math.	Contact Help Desk by April 3. Help Desk will handoff to Questar and request a read aloud CD and associated test booklet.	Update TEC file and PNP by April 3
4	District ordered paper/pencil form (any type) through Questar Pre_ID Process	It is determined that the student can test using a computer.	Return paper/pencil form via return shipment procedures (with nonscoreable return shipment) <i>*It will be important that the DO NOT SCORE procedure be followed.</i>	Update TEC file and PNP
5	District is primarily computer-based and did not previously order p/p forms.	New student arrives who needs paper/pencil as an accommodation	Contact AMP Help Desk by April 3. Help Desk will handoff to Questar and request a test booklet.	Update TEC file and PNP by April 3
6	District is primarily computer-based and did not previously order p/p forms	An incident occurs and a building must test via paper/pencil	Contact EED immediately. EED follows procedures to pull from extra forms.	Update all Test records via the TEC file ASAP. (Change Test_Type from GN to P)

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